



Executive Director's Report to Directors Association – September 2016

1. 2017-2021 PLAN OF SERVICE

A. Backgroundⁱ - MOVING FORWARD ASSESSMENT/PLAN OF SERVICE

B. MHLS Five Year Plan of Service 2017-2021

1) **REVIEW** - **Mission Statement/Goal Statements/Intended Results/Evaluation Methods – 4TH & FINAL DRAFT**

2) **REVIEW** - **Direct Access Plan - 4TH & FINAL DRAFT**

3) **REVIEW** - **Central Library Plan - FINAL DRAFT**

C. Review & Approval of the 2017-2021 Plan of Service

1) Backgroundⁱⁱ

2) September 7 - DA recommendation to MHLS Board to approve: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, (2) Direct Access Plan, and (3) Central Library Plan as approved by PPLD Board

3) September 14 – MHLS Board approval of : (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, (2) Direct Access Plan, and (3) Central Library Plan as approved by PPLD Board

4) October 1 - Plan Submitted to State

2. 2016 MHLS BUDGET

A. Unassigned Funds = \$62,560 (70% of the General Support Aid Increase of \$89,371)

1) System Services Advisory Committee and MHLS staff recommend to the MHLS Board how best to allocate these funds

2) Recommendation #1 to Board - 2016 Member Assessments Reduction - APPROVED

(a) Sierra Capital Fee - COST: 66 libraries X \$600 = \$39,600

<http://da.midhudson.org/wp-content/uploads/2014/01/Assessment-Table-2016-final.pdf>

3) Recommendation #2 to Board - Library Elf - APPROVED

(a) Library Elf - COST: Year 1 \$990 + \$1,500 (cardholder fee) = \$2,490

4) **RECOMMENDATION # 3 - Books/e-Audiobooks (OverDrive) – PROPOSED @ \$12,000**

(a) Recommended by Central Library/Collection Development Committee, the System Services Advisory Committee, and the MHLS Finance Committee. Considered by the DA on September 7 and the MHLS Board on September 14.

5) **RECOMMENDATION # 4 - Aerohive Router per Member Library – PROPOSED @ \$14,850**

(a) Recommended by the System Services Advisory Committee, and the MHLS Finance Committee. Considered by the DA on September 7 and MHLS Board on September 14.

B. MHLS Capital Funds = \$122,079 for MHLS Construction Projects

(1) Projects: Auditorium Renovation/Phase I = \$92,879 & MHLS Office Building/HVAC = \$29,200

(2) Seeking \$61,040 (50%) in State Library Construction Grant



3. DELIVERY SERVICES – NEW SCHEDULE
 - A. Schedule by Library: [Effective 7/1/2016](#)
 - B. Schedule by Day: [Effective 7/1/2016](#)
 - C. **MEMBER FEEDBACK** – Implementation of New Schedule

4. [PROPOSED REVISED MHLS AUTOMATION AGREEMENT WITH MEMBER LIBRARIES](#)
 - A. Proposed Revised Agreement Reviewed by System Services Advisory Committee
 - B. **COMMENTS ON REVISED AGREEMENT PRIOR TO FRIDAY, SEPTEMBER 23**

5. MHLS AUDIT – OFFICE OF STATE COMPTROLLER
 - A. Draft Findings: (1) establish procedure to verify State contract pricing with purchases are made using State contract on behalf of member libraries; (2) include provisions for purchases below the State competitive bidding threshold.

6. 2015 MHLS Board Survey of Library Directors
 - A. Actions to Address Service Areas Identified by Directors as “Needs Improvement”ⁱⁱⁱ
 - (1) III Software/Functions
 - a. Enhanced Services Available from III
 - i. Syracuse based III hosting service
 - b. Enhanced Services Available via Software/App Options
 - ii. Library Elf implementation
 - (2) Internet Service Provider (ISP) Services
 - a. MHLS will explore with Member Libraries an Aerohive Router project to improve router services including access and management of statistics.
 - b. MHLS staff will work with individual member libraries on sharing the broadband information and on how best to proceed.
 - c. MHLS establish and support strategic partnerships to demonstrate increase broadband services and demonstration broadband applications in selected member libraries.

7. SAVE THE DATE – FRIDAY, OCTOBER 14 – MHLS ANNUAL MEMBERSHIP MEETING
 - A. 2016 Mid-Hudson Library System Annual Membership Meeting will be held on Friday, October 14, at the Henry A. Wallace Visitor and Education Center, Franklin D. Roosevelt Presidential Library and Museum, Hyde Park. Paul Sparrow’s keynote presentation is titled "The Future of the Past" and will deal with how technology impacts our effectiveness in preserving the past, and the challenges of preserving the present for the future.





8. EXECUTIVE DIRECTOR'S EVENT PARTICIPATION – JULY & AUGUST
 - A. Central Library/Collection Development Advisory Committee Meeting
 - B. Kinderhook Memorial Library Groundbreaking Ceremony
 - C. Directors Association Meeting
 - D. System Services Advisory Committee Meeting
 - E. Public Library System Directors Organization (PULISDO) Conference Call
 - F. State Library & PULISDO Conference Call
 - G. Office of State Comptroller & MHLS Meeting - MHLS Audit
 - H. MHLS Board of Trustees Meeting
 - I. SENYLRC & MHLS Meeting - Empire Library Delivery/Public Library Pilot Project
 - J. New York Association of Library Systems Meeting
 - K. MHLS Finance Committee Meeting
 - L. Putnam County Library Directors Meeting
 - M. MHLS Incentives Committee Meeting
 - N. A.L. Delivery Services Meeting
 - O. MHLS Nominations and Elections Committee Meeting

ⁱ BACKGROUND - MOVING FORWARD ASSESSMENT OF MHLS SERVICES & 2017-2021 PLAN OF SERVICE

1. [Scope & Purpose](#)
2. [MHLS Planning Process for 2017-2021 Library System Five-Year Plan of Service](#)
3. [Assessment Reports for 16 Services in the MHLS Plan of Service](#)
4. [Survey of Stakeholders to Prioritize MHLS Services](#)

ⁱⁱ BACKGROUND - REVIEW & APPROVAL OF THE 2017-2021 PLAN OF SERVICE

1. June 2 - Review and discussion at the MHLS Directors Association Meeting of FIRST DRAFTS of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, and (2) Direct Access Plan
2. June 3 @ 10 AM - Focus Group Session for member library directors to review and discuss FIRST DRAFTS of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, and (2) Direct Access Plan
3. June 7 @ 2 PM - Focus Group Session for member library directors to review and discuss FIRST DRAFTS of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, and (2) Direct Access Plan
4. June 8 - Dutchess County Library Directors reviewed and discussed: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, and (2) Direct Access Plan
5. June 9-23 - MHLS Board of Trustees reviews SECOND DRAFT of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, and (2) Direct Access Plan, with comments collected by the MHLS Personnel & Planning Committee
6. July 6 @ 10 AM & 2 PM - Focus Group Session for member library directors to review and discuss SECOND DRAFTS of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, and (2) Direct Access Plan
7. July 7 - Central Library & Collection Development Committee review and discuss FIRST DRAFT of Central Library Plan
8. July 12 - Review and discussion at the MHLS Directors Association Meeting of THIRD DRAFTS of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, and (2) Direct Access Plan; and SECOND DRAFT of Central Library Plan
9. July 13 - Review and discussion at the MHLS Board of THIRD DRAFTS of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, and (2) Direct Access Plan; and SECOND DRAFT of Central Library Plan
10. July 27: PPLD Board approves Central Library Plan (after which there can be no further changes without their approval)
11. August 4 @ 10 AM - Focus Group Session for member library directors to review and discuss THIRD DRAFTS of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, (2) Direct Access Plan, and (3) Central Library Plan as approved by PPLD Board
12. August 10 @ 2 PM - Focus Group Session for member library directors to review and discuss THIRD DRAFTS of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, (2) Direct Access Plan, and (3) Central Library Plan as approved by PPLD Board
13. August 2016 - MHLS Personnel & Planning Committee review and discuss FINAL DRAFT of: (1) Mission Statement/Goal Statements/Intended Results/Evaluation Methods, (2) Direct Access Plan, and (3) Central Library Plan as approved by PPLD Board



iii ACTIONS TO ADDRESS 3 SERVICE AREAS IDENTIFIED BY DIRECTORS AS "NEEDS IMPROVEMENT"ⁱⁱⁱ

- 1) Youth Services
 - a. ~~Review survey findings by county.~~
 - b. ~~Conduct a county based discussion with directors in Dutchess & Ulster Counties, the two counties with 10% or more respondents reporting Youth Services "Needs Improvement."~~
 - i. ~~Meeting with Ulster County Directors – April~~
 - ii. ~~Meeting with Dutchess County Directors – June~~
 - e. ~~Report by Merribeth on findings from meetings with Dutchess and Ulster library directors.~~
- 2) III Software/Functions
 - a. Review opportunities for providing directors with information regarding III proposed enhancements and encouraging membership in III IUG.
 - b. Determine member staff III software training needs and provide training opportunities which include instruction by front line member staff.
 - c. Identify key procedures/functions not currently implemented by MHLS.
 - i. Enhanced Services Available from III
 - Courtesy Notices
 - Spanish Language Interface
 - S
 - ii. Enhanced Services Available via Software/App Options
 - Library Elf
- 3) Internet Service Provider (ISP) Services
 - a. MHLS partnered with the Board of Cooperative Educational Services (BOCES) of Ulster County to invite the submission of sealed proposals from vendors which includes Internet services for MHLS member libraries
 - i. ~~Vendor responses reviewed by MHLS and BOCES~~
 - iii. ~~Report to the DA & MHLS Board – May~~
 - iv. Issue 2017 RFP for 4 year pricing of services of libraries
 - b. MHLS promote improved broadband services for member libraries
 - i. ~~MHLS presentation at Rural Broadband Meeting hosted by US Congressman RURAL BROADBAND MEETING – April 8~~
 - ii. ~~Conference call with Assemblymember Didi Barratt regarding broadband services for member libraries – April 18~~
 - v. ~~NY Broadband Program Presentation and Q&A Meeting at Columbia-Greene Community College~~
 - vi. ~~Broadband meeting with representatives from NY Broadband Office & PSC regarding Columbia County broadband services~~
 - c. MHLS will explore with Member Libraries an Aerohive Router project to improve router services including access and management of statistics.
 - d. MHLS staff will work with individual member libraries on sharing the broadband information and on how best to proceed.
 - e. MHLS establish and support strategic partnerships to demonstrate increase broadband services and demonstration broadband applications in selected member libraries.